



Safe Collection of Children Policy 2025

The Link Academy Trust is a company limited by guarantee and an exempt charity, regulated by the Education & Skills Funding Agency (ESFA). All Members of the Board of Trustees of the exempt charity are also Directors of the company; the term 'Trustee' used in this Policy also means Director. This Policy applies to all Academies within the Link Academy Trust.

Statement of Intent

Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for collection are in place, regularly reviewed and clearly shared with staff, parents, carers and pupils.

In the event that a child is not collected by an authorised person at the end of the Academy day the Academy puts into practice agreed procedures.

Aim

The end of the Academy day is a busy time, and our aim is to ensure children are dismissed carefully under supervision, collected on time and arrive home safely. The aim of this policy is to ensure the safety of children by making sure that the responsibilities and expectations of all parties are clear when it comes to children leaving the Academy premises.

In the event that a child is not collected by an authorised adult, we will ensure the situation can be resolved as quickly as possible to cause as little distress as possible to the child. We inform parents/carers of our procedures so if they are unavoidably delayed, they will be aware of procedures being followed.

The Authorised Adult

The Authorised Adult should be a responsible person aged 16 years or over. The person may be a;

- Parent/Carer
- Family member
- Child minder
- Neighbour
- Someone over the age of 16 who has the parent/carer's written permission to collect the child from the Academy.

Infant children (those in Pre-School, Reception, Y1 and Y2) should NOT be collected by other brothers or sisters in the Academy. They should be collected by an authorised adult. Teachers have been asked NOT to release infant children to siblings from Key Stage Two but to ask the office to contact parents/carers to ensure they are collected by an authorised adult.

If children are to be collected by a brother or sister who attends Secondary School, and is over the age of 14, written permission from the parent/carer should be given prior to the collection.

Methods

Parents/carers of children at our Academy are asked to provide specific information which is kept in our data file in the office including:

- * Home address and telephone number of parents/ carers
- * Place of work, and telephone number (if applicable)
- * Mobile telephone number (if applicable)
- * Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the Academy i.e. childminder, relative
- * Information about any person who has been denied legal access to the child
- * Information about who has primary responsibility for the child

If there are any changes to any of the above, we ask that the Academy office is notified immediately.

When there is a change to the end of the day arrangements, we ask that parents inform the class teacher and the Academy office, who will record the change in a log book.

Safe Collection

Academy finish times are published on the Academy website as there are slight variations between Academies. The office also displays the Academy opening times.

Parents are informed if there is a change to these arrangements, for example during the Covid pandemic when staggered start times were in operation.

Drop off and Collection arrangements are also different according to the Academy's facilities. These are posted on the Academy website and displayed in the Academy Office.

Generally, Academies adopt the following collection rules, unless circumstances are unusual, for example pupils are returning from an educational visit offsite.

- The children in Reception Classes wait inside the building and are handed over individually to their authorised adult.
- Children in Year One and Year Two are taken out into the playground and handed over to their authorised adult.
- Children at KS2 (Years 3,4,5 & 6) are taken out onto the playground to meet their authorised adults.

Once a child has been handed over to a responsible adult, they are no longer the responsibility of the Academy.

We ask parents/carers to remain vigilant after collecting their child to ensure they leave the Academy premises safely.

Once a child has been collected, we ask that they do not re-enter the building without first notifying a member of staff. Please note that unaccompanied adults are not permitted to enter the Academy building without first requesting permission from a member of staff. Entry to the Academy building at this busy time, for children and adults, is at the discretion of Academy staff.

Years 5 and 6 Parents/carers of children in Years 5 and 6 may understandably with a view to encouraging independence prior to their children going to Secondary School wish to allow their child to travel home alone, or with a friend. Should this be the case we ask that the class teacher, or office staff, be informed in writing to avoid any confusion.

When Children are not Collected

Sometimes, in exceptional circumstances, a child may not be collected on time. We request that you contact the Academy as soon as possible to notify us that you may be late. If we receive no such message, the following procedure would be followed.

1. The child should remain with their teacher until their adult arrives
2. If their adult is late, they should return into the building with their teacher and wait outside the office while the staff try and contact them.
3. We inform parents that if children are not collected at the end of the day, we follow the following procedures:

- Messages are checked to see if there are any changes parents have made to the end of day arrangements
- Parents/ carers are contacted at home or work
- If this is unsuccessful other authorised adults are contacted
- In the meantime the child will wait in the Academy under adult supervision

Where NO authorised adult can be contacted.

If the child has not been collected after one hour and no contact has been made or arrangements agreed, we will follow our Child Protection Procedures and contact Social Care. The Social Care team will aim to locate the parent/carer or relative.

The Academy will send a letter to the child/children's home informing the parent/carer of the actions that have been taken to safeguard their child, as soon after the incident as possible. An email may be sent in addition to ensure the parent/carer is made aware of the actions as quickly as possible.

A full report of the incident will be written and placed in the child's Academy file.

Following a Late Collection

- All late collected children will be recorded in the "late book".
- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents.
- Where there is no improvement in late collection a second letter will be sent, and a referral made to the Educational Welfare Officer.
- Where children are collected more than 15 minutes late after-school club (e.g. Football) on 2 occasions they may lose their place at that club at the discretion of the Academy Head.

This policy will apply to all children across the Link Academy Trust. This policy will be reviewed every two years.

Approved by Safeguarding Lead: 16th January 2023

Reviewed by Director of Inclusion: Spring 2025

Approved by Director of Safeguarding:

Next Review: Spring 2027